

PROJECTS \$10,000 – 25,000

VERTICAL CONSTRUCTION

GETTING STARTED

The bidding requirements for projects estimated to cost between \$10,000 – 25,000 are more comprehensive because there are additional legal requirements.

Projects in this dollar range require you to seek quotes using the **Public Notification Process**. This process requires advertising in the Central Register as well as independently contacting qualified contractors to stimulate interest.

PREPARE A BIDDING PACKAGE

THE LHA IS RESPONSIBLE FOR PREPARING A BIDDING PACKAGE AND THE BIDDING PROCESS AS FOLLOWS:

1. A typical Bidding Package Template includes:

YOU WILL FIND THE DOCUMENTS EASY TO EDIT IF YOU OPEN THE TEMPLATE ON THE DHCD WEBSITE [Public Housing Modernization](#), SAVE THE DOCUMENT TO YOUR OWN COMPUTER THEN CLOSE YOUR BROWSER AND OPEN THE DOCUMENT WITH YOUR COMPUTER USING YOUR WORD PROCESSING SOFTWARE



Cover Page



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Public Notification (*Advertisement*)

Instructions to Bidders

Form for Quotes

Owner Contractor Agreement
Contract Form

Certificate of Vote of Authorization
For Corporations Only

General Conditions

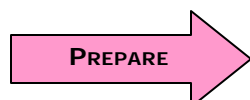


Division 1
General & Administrative Requirements
Summary Scope of Work
Attach Prevailing Wages

LHA applies for Mass Prevailing Wage Rates; and inserts a copy into the Bidding Package



Technical Specifications



Plans/Photos/Other Useful Information

OBTAIN PREVAILING WAGES

2. LHA places a Public Notification in the Central Register;
3. LHA distributes Bid Packages to prospective bidders, and maintains a list of all contractors' names and addresses requesting documents. Bidder outreach is encouraged.
4. LHA receives, and reviews Quotes. This is not a sealed bid process.

Quotes can be mailed, emailed, hand delivered, or faxed and the LHA can look at them before the submission deadline.

5. LHA Awards the Contract to the lowest eligible/responsible Bidder.
6. LHA notifies the low bidder of Award. Instructing the Contractor to complete the Contract forms listed below and to send them to the LHA, (these documents are available online at the DHCD Website [Construction Contracts & Bond Forms](#).
 - a. Owner/Contractor Agreement,
 - b. Contractor's Corporate Vote, (if appropriate) and
 - c. Contractor's Insurance requirements.

EXECUTE A CONTRACT
NEVER USE A VENDOR'S
CONTRACT

- ☐ LHA signs the Contract, and sends a signed copy to the Contractor
- ☐ LHA schedules a Preconstruction Conference (if needed) and Issues a Notice to Proceed to the Contractor also giving the Contractor the LHA's Tax Exempt number.